

**CLASSIFICATION:** INTERNAL AFFAIRS INVESTIGATOR I

**Class Code:** 5299-18

**Date Established:** 08-13-99

**Occupational Code:** 3-2-5

**Date of Last Revision:** 12-31-13

**BASIC PURPOSE:** To conduct, investigate and supervise activities related to internal corrections investigations in order to maintain institutional security and public safety.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Maintains staff and inmate intelligence files, including input, update and retrieval of files and information.
- Conducts prison investigations, including acting as a liaison for police, Probation Parole Officers, and other law enforcement and correctional officials or institutions.
- Maintains an updated list of identified, high risk individuals for proper dissemination of intelligence information.
- Ensures that there is maintenance of mail intelligence, monitoring of recorded telephone calls, and investigative intakes and that intelligence logs are maintained on a daily basis and disseminated to all additional, pertinent files.
- Communicates with security staff to assist in maintaining order, safety and security of the institution.
- Communicates with other law enforcement agencies on various intelligence issues/incidents associated with the security of the institution that may impact public safety.
- Provides oral and written reports to appropriate authorities regarding personnel matters, inmate behavior, security breaches or other notable incidents that concern the safety or security of the institution.
- Secures and ensures proper handling and maintenance of crime scene evidence.
- Directs other staff at the scene of an incident as necessary when conducting an investigation.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Associate's degree from a recognized college or university.

**Experience:** Four years' experience in law enforcement or the corrections field, including investigative activities with knowledge of investigative operations, practices and techniques, as well as experience in conducting, evaluating, analyzing and investigating allegations of wrongdoing and preparing related reports.

**License/Certification:** Must possess and maintain certification as a Corrections Officer issued by Police Standards and Training Council and meet ongoing training and performance standards as established by the NH Department of Corrections. NH Driver's License required.

**RECOMMENDED WORK TRAITS:** Considerable knowledge of the NH Department of Corrections policies and procedures and State of New Hampshire criminal law and procedure. Considerable knowledge of the methods and techniques of criminal investigation and law enforcement operations. Knowledge of database management. Knowledge of investigative report writing using proper grammar and punctuation. Skill in interviewing techniques. Skill in working with prison employees and inmates. Skill in retrieving, compiling and reporting data. Ability to work in a prison oriented environment. Ability to ascertain facts and secure evidence by personal contact and observation. Ability to express ideas clearly and concisely in oral and written form and to speak effectively before groups of people. Ability to maintain objectivity in conducting investigations and producing reports. Ability to maintain confidentiality as needed in all criminal/administrative cases. Ability to work collaboratively with administrators regarding the development of policies and procedures. Ability to investigate and review the use of equipment and data for specialized functions. Ability to learn the use of firearms. Ability to establish and maintain effective working relationships with other law enforcement officials and the general public. Ability to exercise tact, diplomacy and impartiality in relation to others. Ability to give adequate consideration to detailed matters. Ability to write reports of facts gathered during an investigation. Ability to testify before courts, administrative bodies and grand juries. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.